

DEPARTMENT OF GENERAL SERVICES
Records Management Division
This Schedule Supersedes Schedule 612-1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION		All Boards and Commissions
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>MINUTES</u></p> <p>The record of staff or board meetings covering the the official acts of an agency with respect to policy and matters relating to administrative operations and procedres</p>	Retain permanently. Transfer periodically to the Archives.
2.	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. Special Accounting Records:</p> <p style="padding-left: 40px;">Books of Final Entry - General Ledgers Audit Reports</p> <p>B. General Accounting Records:</p> <p style="padding-left: 40px;">Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited</p>	<p>Retain permanently. Transfer periodically to the Archives.</p> <p>Retain for three (3) years and until all audit requirements have been met, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

8-27-91
Date

Roger A. Sullivan
Signature

Director
Title

DEC 19 1991
Date

Edward C. Papenfuss
State Archivist

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Description	Retention
<p>C. Purchasing Records:</p> <ul style="list-style-type: none"> Requisition for Supplies (also Agency Interoffice Requisitions) Purchase Order Out-of-Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded Actual Emergency and Repairs Report Notice of Award of Contract Report of Partial Delivery Credit Memorandum 	<p>Retain for three (3) years until all audit requirements have been met, then destroy.</p>
<p>D. Budget and Fiscal Planning Records:</p> <ul style="list-style-type: none"> Budget Schedule Amendment Report of Fixed Assets Report of Materials and Supplies Materials and Supplies Physical Inventory Budget Estimates Request for Position Action 	<p>Retain for three (3) years until all audit requirements have been met, then destroy.</p>
<p>E. Payroll Accounting Records:</p> <ul style="list-style-type: none"> Payroll and Check Register Payroll Exceptions Time Report Payroll Warrants Payroll Transmittals Employee Roster Card File 	<p>Retain for three (3) years until all audit requirements have been met, then destroy.</p>
<p>F. Miscellaneous Accounting Records:</p> <ul style="list-style-type: none"> Paid Bonds and Coupons Paid Bills and Invoices Receipt Copies and Stubs Bank Books, Statements, and Deposit Receipts Cancelled Checks, Check Copies and Check Stubs Reconciliation and Trial Balance Sheets Budget Papers and Work Sheets Requisitions and Purchase Orders Delivery Orders and Receipts Receiving Reports Daily and Monthly Time Sheets Gas Withdrawal Tickets and Mileage Reports Stock Record Card Memorandum Receipt and Property Condemnation Report Delivery Order and Receipt Periodic Financial Reports to Local & State Agencies Withholding Tax Forms and Statements (Local, State and Federal) Renewable Licenses 	<p>Retain for three (3) years until all audit requirements have been met, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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No.	Description	Retention
3.	<p><u>GENERAL ADMINISTRATIVE CORRESPONDENCE</u></p> <p>Letters, reports, memoranda, telegrams and miscellaneous materials which reflect the routine operations of the Board or Commission.</p>	<p>A. Retain three (3) years and audit, then destroy.</p> <p>B. Retain for permanent retention in the State Archives all material which documents the official policies and organizational status of the Office of the Secretary and each Board and Commission.</p>
4.	<p><u>PERSONNEL FILES</u></p> <p>Individual employee folders containing appointment forms, resumes, correspondence relating to personnel policies and practices, change of status cards, applications for employment, leave records, copies of Retirement System forms, appointing authorities' reports on probationary employees, employee efficiency rating forms, copies of Certification of Eligibles lists, etc. The basic information found in these files can be reproduced from the permanent history cards maintained by the State Department of Personnel.</p>	<p>Retain for three (3) years after employee separation or retirement, then destroy.</p>

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 50-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Dept. of Licensing & Regulation

2. DIVISION
Office of the Secretary

3. UNIT
Fiscal Services

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE Budget and Accounting Records

5. EARLIEST YEAR/LATEST YEAR
1986 TO 1991

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

- A. Books of Final Entry-General Ledgers- Summarized fiscal records and necessary detail records to document appropriations and/or expenditures for both state agency and Federal Grant activities, at the end of the period. (Primarily in-house records)
- B. Audit Reports- Documents containing audit findings and responses to document the propriety of transactions.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEDGER SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY) Ledger Size

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY) Printout

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
10th Floor, North-File Room
501 St. Paul Place, Baltor, Md. 21202-2272

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Legislative Auditors

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER
Larry S. Love
Fiscal Spec.

20. TELEPHONE NUMBER
333-6222

21. DATE
October 10, 1991